

# Town of West Tisbury, MA

**POSITION:** Highway Superintendent Assistant

**DEPARTMENT:** Highway

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## **GENERAL SUMMARY**

Performs a wide range of manual labor related to highway and building maintenance activities.

## **ESSENTIAL DUTIES AND FUNCTIONS**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

1. Performs a range of labor activities, including removal of sand, leaves, large litter, and other debris from roadways and walkways; trim brush, hand sweep streets; assist in making repairs of roadways.
2. Loads and unload tools, materials and equipment.
3. Performs storm cleanup work; wash and clean equipment and vehicles; pick up rubbish and litter; blow leaves; plow and shovel snow; keep work area clean and orderly.
4. Maintains paved walking paths in town.
5. Operates and maintains equipment, such as trucks, automobiles, and light equipment.
6. Works in the cemeteries, trims fence lines and bushes, and fills graves that have settled.
7. Makes minor repairs to town-owned buildings.
8. General caretaker for Town Hall, Howe's House, Old Fire Station and Library (includes changing fluorescent light bulbs, seasonal storm window installation, and light maintenance and moving furniture).
9. Performs similar or related work as required, or as situation dictates.

## **SUPERVISION**

Works under the direct supervision of the Highway Superintendent. Work is checked periodically by the supervisor, but employee must be able to work independently and be proactive in identifying areas of need. Employee may be assigned by the Highway Superintendent to work in other departments. No supervisory responsibilities.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **Education and Experience**

High school diploma with some experience performing manual work and driving equipment and trucks; experience working on construction projects, roadway projects, or other maintenance and utility projects and performing snow and ice removal; or an equivalent combination of education and experience necessary to acquire the required knowledge, skills and abilities to perform the job.

### **Knowledge, Skills and Abilities**

A candidate for this position should have:

- A working knowledge of the operation and maintenance of power-driven equipment and use of hand tools, generally used in carpentry, grounds maintenance and construction work;
- The ability to use a variety of power and hand tools, including mowers and other equipment, utilizing safety precautions at all times;
- The ability to receive, understand and follow oral and written instructions;
- The ability to use common sense, tact, and diplomacy when dealing with the public;
- The ability to establish and maintain harmonious relationships with others, such as: public, co-workers, and other department personnel; and
- The ability to communicate effectively with others, both orally and in writing.

### **Certifications and Licenses**

Must obtain and maintain a valid Massachusetts driver's license.

### **Tools and Equipment Used**

Equipment operated includes light trucks, heavy and light equipment, power, and hand tools, especially lawn maintenance equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch or crawl; talk, see or hear. Heavy lifting/pushing of 100 pounds or more is regularly required.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to outside weather conditions, extremes in temperature, humid conditions; vibrations, moving mechanical parts, sharp blades, instruments and other sharp objects, fumes, gases or airborne particles, blood borne pathogens or other diseases, toxic or caustic chemicals, risk of electrical shock, burns and explosion. The noise level in the work environment can be loud.

<b>External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</b>
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